



***APPLICANTS SUBMITTING A NEW OR RENEWAL SCHOOL AGE DROP-IN PROGRAM APPLICATION MUST SUBMIT THE FOLLOWING INFORMATION.***

***Note: Mailing required documentation instead of submitting electronically may delay processing of the application. Please include your business name and facility address on all correspondence. Maintain a copy of all documentation for your records.***

**NEW APPLICATIONS**

- 1. DESCRIPTION OF PROGRAM. Activities and Services to be provided** including a statement of the program's purpose and goals including description of services provided such as educational and recreational activities, transportation, etc., the number and ages of children and youth for whom the program is designed, anticipated opening date.
- 2. PROGRAM DIRECTOR pursuant to K.A.R. 28-4-701(d).** Submit a KDHE Program Director Approval letter if available. If not available, submit a Program Director's Application which may be downloaded from the KDHE website at [www.kdheks.gov/kidsnet](http://www.kdheks.gov/kidsnet).
- 3. FIRE SAFETY as required by K.S.A. 65-508(b).** You must contact and obtain acceptance of fire safety from the Office of the State Fire Marshal (785-296-3401). Acceptance must be submitted with the application.
- 4. SANITARIAN'S APPROVAL** If connected to private water or sewage disposal system a sanitarian's approval is necessary to verify compliance as required by K.S.A. 65-508(a).

**RENEWAL APPLICATIONS**

No additional documents are required to be submitted with a renewal application.

**FOR YOUR INFORMATION**

**KDHE INSPECTION.** K.S.A. 65-512 requires that all licensed facilities be inspected at least once every twelve months. An initial, scheduled inspection will be requested by KDHE when a complete application is received and the facility is ready for occupancy. Your local child care facility surveyor will make an ANNOUNCED initial inspection of the facility and the surrounding outdoor area. All future inspections including compliance checks, complaint investigations and annual reviews are UNANNOUNCED. The annual inspection will not necessarily occur at the time of your annual renewal date for your Intent to Continue Licensure. KDHE provides dates for inspection to the local child care facility surveyor. Inspection dates may change from time to time. If you have questions or comments about your inspection, please contact the Kansas Department of Health and Environment.

**KDHE REQUIRED FORMS.** Forms are also available for download at the KDHE website at [www.kdheks.gov/kidsnet](http://www.kdheks.gov/kidsnet).

**REGULATORY QUESTIONS.** The local child care facility surveyor is your first and primary contact for questions about your child care facility, child care regulations, and laws. Surveyors have a supply of Law and Regulation books. To request a regulation book, contact your local surveyor or download the laws and regulations from the KDHE website at [www.kdheks.gov/kidsnet](http://www.kdheks.gov/kidsnet). Surveyors are also a good source of information about other local services including educational opportunities that may be available to child care facility owners and staff.